



**North Central Workforce Development Board  
Disaster Recovery Plan  
Policy Effective Date – July 1, 2019**

**Purpose:** To provide Disaster Recovery Plan as required by the Workforce Innovation and Opportunity Act (WIOA) to ensure protection of all WIOA and other electronic information.

**Background:** All Workforce Solutions data resides on a secure server located at Workforce Solutions. All data is backed up nightly to a secure storage facility located at Advanced Computer Solutions (ACS), 32 South Saint Marys Street, Suite 1, St. Marys, PA, the site of the Workforce Solutions contracted IT Support provider. ACS, in turn, utilizes cloud service technology to archive and store data long-term. All storage devices are located in secure areas accessed by passcode only. All major systems use third party software purchased through industry recognized vendors. In the event of a catastrophic event these vendors will provide the software for Workforce Solutions to reload all files necessary to continue operation. Below are the processes that are used by Workforce Solutions to conduct business for all their entities and the backup strategy.

**Plan:**

- Payroll / Human Resources – Vendor – AccuFund, Inc. All files are backed up in real time to a secure local storage device as well as AccuFund, Inc. The local storage device is backed up nightly to the secure server located at ACS.
- Accounting - Vendor – AccuFund, Inc. All files are backed up in real time to a secure local storage device and AccuFund, Inc., and then nightly to the server located at ACS.
- All pertinent Workforce Solutions staff and department files are backed up onto a secure local storage device, and then nightly to the server located at ACS.
- All public access computers located in the PA CareerLink® centers and under the purview of Workforce Solutions is secured using third party software purchased through industry recognized vendors. All public access computers are reset nightly, any information inadvertently left behind is deleted, therefore no back-ups are performed.
- It is the expectation of Workforce Solutions that all subcontractors will have a disaster recovery plan that is approved by the board.

**Expiration:** Ongoing

**Inquiries:** Questions should be directed to: Susan R. Snelick [ssnelick@ncwdb.org](mailto:ssnelick@ncwdb.org) 814-245-1845

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